

Military Traffic Management Command (MTMC)

Transportation Financial Management System – MTMC (TFMS-M)

Standard Operating Procedures

**Federal Administrator (FA), General Ledger (GL), Project Accounting (PA)
Inquiry & Reports**

**Version 1.0
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1 General Ledger

1.1 General Ledger Overview

The TFMS-M U.S. Federal General Ledger is a comprehensive financial management tool that serves as a master repository of Journal transactions for all sources. These transactions come from manual journals, other Oracle modules, and external feeder systems. The transactions processed and stored in the General Ledger module comprise the data used to prepare financial and management reports.

A single entry in the Chart of Accounts (COA) contains separate segments for each major reporting attribute (fund, cost center, account, etc.).

The TFMS-M Accounting Flexfield is comprised of nine segments (shown below):

- Fund- Consisting of department, transfer department, year, and basic symbol
- Limit
- Program/AMSCO
- Program Year
- Element of Resource
- ASN/Cmd Facility Code
- USSGL Account (United States Standard General Ledger Account)
- Cost Center
- Project

Accounting Flexfield

Fund	9700XXXXXXXX4930	TWCF - DoD Working Capital Fund
Limit	FD30	TWCF LIMIT
Program/AMSCO	42102820000	Military Traffic Management
Program Year	0000	Null
Element of Resource	0000	Null
ASN/Cmd Facility Code	2201	599th - TRANSPORTATION GROUP
USSGL Account	610010	Operating Expenses/Program Costs - Government
Cost Center	5400	597th
Project	000000	Null

OK Cancel Combinations Clear Help

TFMS-M account structure is based upon the USSGL. The basic 4-digit USSGL accounts are classified as follows:

- 1000 Assets
- 2000 Liabilities
- 3000 Net Position
- 4000 Budgetary
- 5000 Revenue and Other Financing Sources
- 6000 Expense
- 7000 Gains/Losses/Miscellaneous Items
- 8000 Memorandum

The main functions of the TFMS-M U.S. Federal General Ledger module are:

- Add, Update, Reverse, Copy Journal Entries
- Budgeting and funds checking
- Financial Reporting

1.2 General Ledger Inquiries

1.2.1 Viewing Funds Available

You can review funds available and compare encumbrances and expenditures with budgets. You can review functional budget, actual and encumbrance balances, and funds available for any detail or summary account. General Ledger calculates funds available by subtracting expenditures and encumbrances from budgets.

When you inquire on funds available, the amount type you specify determines how General Ledger calculates funds available. Amount Type equals Year-to-Date Extended is the default value.

Amount Type – (How the System Calculates Funds Available)

- Period-to-Date - Calculates funds available as the budgeted amount for the period, less actuals and encumbrances for the period.
- Quarter-to-Date Extended - Calculates funds available as the budgeted amount to date for the quarter, less actuals and encumbrances to date for the quarter. For example, you budget \$100 to an account for each of the three months in a quarter. The available amount for the second month of the quarter is \$200.
- Year-to-Date Extended - Calculates funds available as the budgeted amount to date for the year, less actuals and encumbrances to date for the year. For example, you budget \$100 to an account for each of the 12 months. The available amount for the first half of the year is \$600.
- Project-to-Date - Calculates funds available as the budgeted amount to date, less actuals and encumbrances to date.

To view funds available:

Step 1. Navigate to the Funds Available Inquiry window.

Step 2. Enter the Budget Name for the inquiry. General Ledger defaults to the MTMC budget.

Step 3. Enter the Period Name for the inquiry. General Ledger defaults to the first period for the current budget. General Ledger uses the period name along with the amount type to determine funds available.

Step 4. Select an Amount Type.

Step 5. Enter an Encumbrance Type. You can view all encumbrances types by entering ALL. (General Ledger displays the encumbered amounts for purchase order and requisition encumbrance types).

Step 6. Do one of the following:

- Choose the Find button to query all accounts that meet your selection criteria.

- Navigate to the Funds Available region and query a partial or complete account.

General Ledger displays the functional Budget, Encumbrance and Actual Amounts for each account (see below). The displayed amounts are the posted balances plus reserved funds. General Ledger displays debit balances as positive amounts and credit balances as negative amounts.

General Ledger automatically displays Funds Available as:

- Budget Amount for Period Interval
- Actual Amount for Period Interval
- Encumbrance Amount for Period Interval

Funds Available Inquiry (WTMC)

Selection Criteria

Budget: MTMC BUDGET Amount Type: Year To Date Extended
 Period: Oct-02 Encumbrance Type: ALL

Funds Available (USD)

Account	Budget	Encumbrance	Actual	Funds Available

Encumbrance Amounts

Commitment: Obligation: Other:

Account Description

1.3 General Ledger Reports

1.3.1 Budget Funds Available Analysis

Use the Funds Available Analysis Report to measure budgets against expenditures and encumbrances to determine the balance of funds available for your future expenditures.

Funds Available Analysis calculates the difference between the amount you are authorized to spend and the amount of your expenditures plus commitments depending upon account type.

This report includes only the effect of approved budgetary control transaction. The report does not include the effect of pending transactions that have not yet reserved funds. For example, if you attempt to reserve funds for a purchase order online and you run a Funds Available Analysis Report, the effect of your purchase order will not be included in available funds unless two criteria are met. First, your online process must be completed successfully, and second, the system must have successfully reserved funds for your purchase order.

1.3.2 Budget Summary/Detail

Review the detail accounts that roll up into a summary account for a specific budget. This report shows the balance and journal information for each detail account for the period you specify.

1.3.3 General Ledger Reports

The following standard reports are provided in TFMS-M:

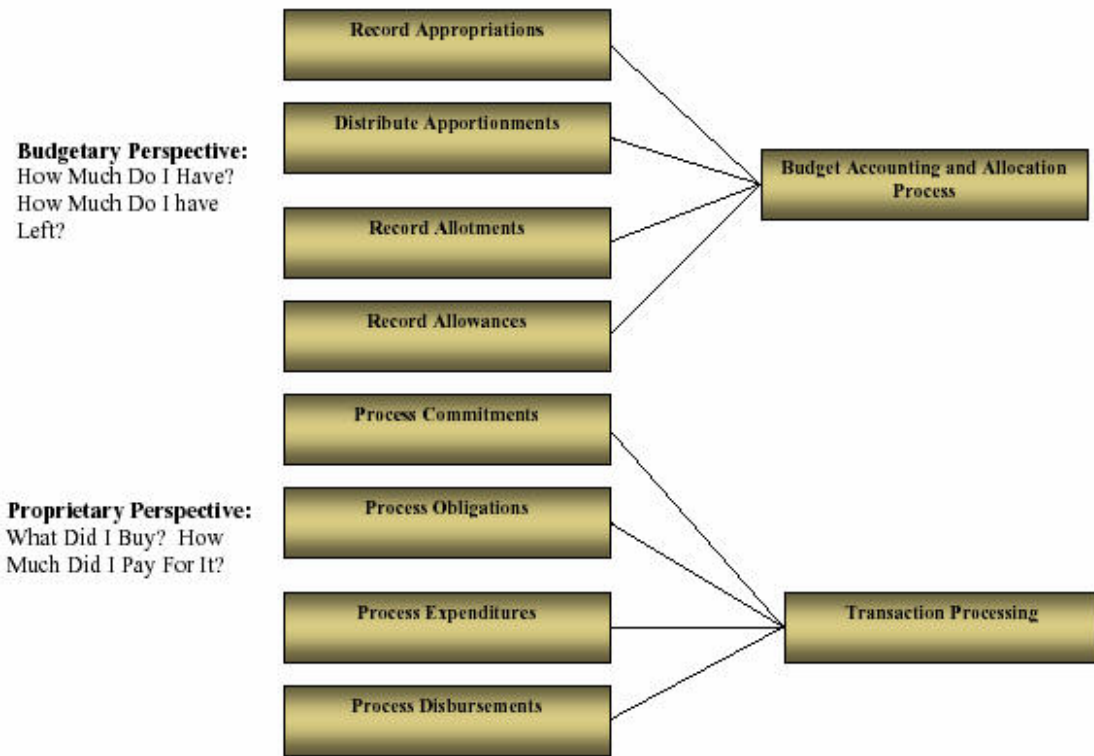
- Account Analysis Reports
- Budget Reports and Listings
- Chart of Accounts Reports and Listings
- Financial Statement Generator (FSG) Reports and Listings
- General Ledger Reports
- Journals Reports
- Trial Balance Reports
- Other Reports and Listings
- Execution Reports

2 Federal Administrator

2.1 Federal Budget Overview

TFMS-M General Ledger in conjunction with Federal Administrator functionality provides a mechanism for performing Budget Execution. Using Budget Execution, TFMS-M can develop and record budgets, and subsequently track and control funds. Multiple budgetary levels can be defined, and budgetary limitations established for each level. The upper levels of budget control have legal authority over the budgetary limitations. Lower levels of budget control are used for program and project management, cost center controls, and other types of internal management.

Federal Budgetary Accounting Model



Budget Summary for TWCF – DOD Working Capital Fund:

Define Budget Distributions (MTMC Set of Books)

Treasury Symbol: 97-00-X-4930

Fund Value: 9700XXXXXXXX4930

Category: A - Direct

FACTS Category B Segment:

Budget Level	Segments
Appropriation	Y.Y.N.N.N.N.
Apportionment	Y.Y.N.N.N.N.
Allotment	Y.Y.N.N.Y.Y.

Accounting Flexfield

SEGMENTS

Fund	Y	Enabled
Limit	Y	Enabled
Program/AMSCO	N	Disabled
Program Year	N	Disabled
Element of Resource	Y	Enabled
ASN/Cmd Facility Code	Y	Enabled
Cost Center	N	Disabled
Project	N	Disabled

OK Cancel Clear Help

MTMC other funds allotments segments include: Fund, Limit, Program/AMSCO, ASN/CMD Facility Code.

2.2 View Funds Available

The Funds Available Inquiry window is used to perform the following tasks:

- view funds available at both detail and summary levels
- view the effects of budget authority versus spending transactions such as commitments, obligations, and expenditures

To view funds available, perform the following steps.

Step 1. In Federal Financials, navigate to the Funds Available Inquiry window as follows:
Inquiry - Funds Available

Step 2. Enter data in each field of the Funds Available Inquiry window as described in Funds Available Inquiry Window/Table below.

Step 3. Tab to the Funds Available (USD) Region. The system automatically calculates the funds available information.

Step 4. Close the window.

Funds Available Inquiry WindowTable:

The screenshot shows a software window titled "Funds Available Inquiry". It contains several input fields and sections for configuring the inquiry:

- Selection Criteria:**
 - Budget: [Yellow input field]
 - Period Type: **Year To Date**
 - Period Name: [Yellow input field]
- Rollup Criteria:**
 - Rollup Type: **Treasury Symbol** (dropdown menu)
 - Treasury Symbol: [White input field]
 - Low: [White input field]
 - High: [White input field]
- Funds Available (USD):**
 - Budget Authority: [Grey input field]
 - Actuals** (Section Header):

Total Actuals	Commitments	Obligations	Expenditures
[Grey input field]	[Grey input field]	[Grey input field]	[Grey input field]
 - Funds Available: [Grey input field]

Field Name	Type	Features	Description
Selection Criteria Region			
Budget	required	list of values	budget name from current set of books
Period Type	display only		period type; Year To Date
Period Name	required		valid period
Rollup Criteria Region			
Rollup Type	required	drop-down list	used for inquiry rollup; Treasury Symbol or Fund value
Treasury Symbol	required if rollup type is Treasury Symbol	list of values	used for Treasury Symbol range selection
Low	required if rollup type is Fund	list of values	segments used for inquiry criteria
High	required if rollup type is Fund	list of values	segments used for inquiry criteria
Funds Available (USD) Region			
Budget Authority	display only		total budgetary authority for selected criteria
Total Actuals	display only		commitments, obligations, and expenditures totals
Funds Available	display only		Budget Authority minus Total
Actuals Region			
Commitments	display only		committed amount for selected criteria
Obligations	display only		obligated amount for selected criteria
Expenditures	display only		expended amount for selected criteria

Note: If Fund is the only segment entered, summary information for that fund is displayed. By entering additional segment values, the level of detail is increased.

Note: If an account segment in the accounting flexfield is specified, it is overridden with the accounts specified in the Status of Funds Region of the Define Appropriation Parameters window for the fund or funds being processed.

Note: The Funds Available procedure calculates the balance for Budget Authority, Commitments, Obligations, and Expended Amount according to the accounting information defined in the Define Appropriation Parameters window. Agencies can define a single or parent account for each item.

Note: If a rollup type of Treasury Symbol is specified, the Funds Available procedure calculates balances for the fund or funds associated with that treasury symbol, as defined in the Define Appropriation Parameters window. The Treasury Symbol rollup type takes precedence over any values entered in the Low or High range.

2.3 Status of Funds Report

The Status of Funds Report is used by federal agencies to monitor fund performance and analyze budgeting versus spending.

The report can be produced at detail and summary account levels and provides information on commitments, obligations, expenditures, and other budgetary effects.

Reports can be generated based on a treasury symbol or a range of funds and/or one or more accounting flexfield segments.

To print the Status of Funds Report, perform the following steps.

Step 1. In Oracle U.S. Federal Financials, navigate to the Submit Request window as follows: Other - Request – Run.

The Submit a New Request or Request Set window appears.

Step 2. Select the New Request or Request Set radio button.

Step 3. Click OK. The Submit Request or the Submit Request Set window appears.

Step 4. In the Name field or the Request Set field, select Status of Funds Report from the list of values.

The Parameters window appears. See below

Step 5. In the Summary Type field, select a summary type from the list of values.

Step 6. In the Treasury Symbol field, select a treasury symbol from the list of values.

Step 7. In the From Fund field, select a fund from the list of values.

Step 8. In the To Fund field, select a fund from the list of values.

Step 9. Optionally, in the Pagebreak Segment 1, Pagebreak Segment 2, and Pagebreak Segment 3 fields, select segments to be reported from the list of values. If no page break segments are selected, all segments are included in the report totals.

Step 10. In the Currency field, select a currency type from the list of values.

Step 11. In the Period field, select a period from the list of values.

Step 12. To apply the parameters, click OK.

Step 13. To send the print request to the concurrent manager, click Submit.

The Requests window appears.

Step 14. Place the cursor in the Request ID field and click View Output.

Step 15. Close the window.

The columns in the resulting Status of Funds Report provide the following information:

Column	Description
Header Section	agency name, period, report date, set of books, currency, Treasury Symbol
Budget Authority	total allotment amount available for spending
Transfers In	total of transfers in
Transfers Out	total of transfers out
Total Budget Authority	total of Budget Authority and Budget Transfers In minus Budget Transfers Out
Unliquidated Commitments	total of funds committed for obligation but not yet obligated
Unliquidated Obligations	total of funds obligated for goods or services ordered but not yet received
Expended Amount	total of funds spent for goods or services
Total Actuals	total of Unliquidated Commitments, Unliquidated Obligations, and Expended Amount; represents total of funding no longer available for spending
Funds Available	Total Budget Authority minus Total Actuals; represents total amount of allotted funding still available for spending
Totals for Fund	column totals for fund

2.4 U.S. Federal Reports Available

The following standard reports, required for submission to the US Treasury, are provided in TFMS-M:

- SF 133 Report on Budget Execution
- FMS Form 224 Statement of Transactions Report
- FMS Form 1219 Statement of Accountability Report
- FMS Form 1220 Statement of Transactions Report
- Report on Receivables Due from the Public
- 1099-C Cancellation of Debt
- 1096 Annual Summary and Transmittal of U.S. Information Returns

The following reports are provided for internal agency use:

- Year-End Closing Execution Report
- Status of Funds Report
- Identification of Federal Employees Report
- Status of Obligations Report
- Supplier Tax Identification Number Listing
- Prompt Payment Due Date Report
- Prompt Payment Statistical Report
- Payments Without Reason Codes Report
- Assign Finance Charges Report
- Apply Cash Receipts Execution Report
- Trial Balance with FACTS II Attributes Report
- Transaction Register with FACTS II Attributes
- FACTS II Bulk File Layout
- Treasury Symbol Listing Report
- Budget Execution Transaction Register

3 Project Accounting

3.1 Project Status Inquiry

With Project Status Inquiry (PSI), you can review the current status of your projects and then drill down for more detailed review of a project and its tasks. Oracle Projects provides you with several features that allow you to control your search for project status information. For example, you can do the following:

- Limit your search for projects by entering search criteria
- Control the type of information that Oracle Projects displays by using custom folder definitions
- View summary information by project, task, and resource
- View summary information totals based on your search criteria
- Drill down from lowest tasks and resources to commitments and expenditure item details
- Drill down from projects, top tasks and lowest resources to events for contract projects

To review project summary amounts:

Step1. Navigate to the Project Status window.

Step 2. Enter the search criteria to find the project(s) you want to review.

Find Project Status (M1/MC/OU)

Project

Number	<input type="text" value="100057"/>
Name	<input type="text"/>
Type	<input type="text"/>
Organization	<input type="text"/>
Status	<input type="text"/>
Product Source	<input type="text"/>
Source Reference	<input type="text"/>

Classification

Category	<input type="text"/>
Class Code	<input type="text"/>

Key Member

Name	<input type="text"/>
Number	<input type="text"/>
Role	<input type="text"/>

Customer

Name	<input type="text"/>
Number	<input type="text"/>
Relationship	<input type="text"/>

Step 3. Choose the Find button. The following Project Status window appears:

[illegible]

Oracle Projects displays only the projects with a current budget that is summarized or with summarized actuals and commitments.

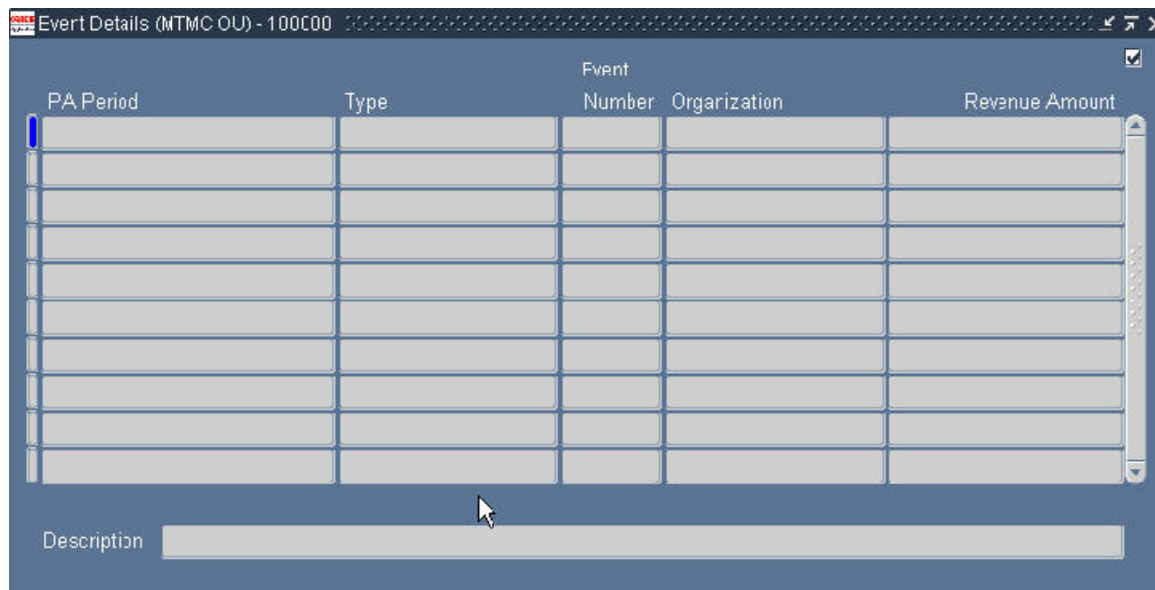
This window displays the Current Period as the current reporting period by which Oracle Projects calculates the values for projects. Amounts for all summarization brackets (period-to-date, prior period, year-to-date, and inception-to-date) are calculated as of the current reporting period.

Totals:

To view totals for the project rows returned based on your search criteria, choose Totals button. Note: This function is available only if more than one project is displayed.

Events:

To review event revenue details for a project, task, or resource (Shown Below): Choose the Events button from the Project Status, Task Status, or Resource Status window.



PA Period	Type	Event Number	Organization	Revenue Amount

Description:

Invoices:

Choose the Actuals button from the Task Status window. Use the Find Expenditure Items window to reduce the number of expenditure items that appear in the Expenditure Item Details window. Choose the AP Invoice button to view the related invoice in the Oracle Payables Invoice Overview form.

Project Number	Draft Invoice	Customer	Agreement	Invoice Currency	Invoice Amount

Buttons: Print 1, Approve 1, Release..., Credit..., AR Invoice, Lines, Open

Commitment:

Choose the Commitments button from either the Project Status, Task Status, or Resource Status window to display the Commitment Details window shown below. Use the Find Commitments window to reduce the number of commitments that appear in the Commitment Details window.

Supplier Name	Commitment Date	Commitment Type	Commitment Number	Quantity	UOM
ACCESS LOGIC	29-MAY-2002	Supplier Invoice	W36WLD12550081		
ACCESS LOGIC	29-MAY-2002	Supplier Invoice	W36WLD12550081	238.98	
GENERAL SERV	03-JUN-2002	Purchase Orders	W42VAB200707XX	195.4	
GENERAL SERV	03-JUN-2002	Purchase Orders	W42VAB20100001	355.5	
GENERAL SERV	03-JUN-2002	Purchase Orders	W42VAB13330003	262.56	
GENERAL SERV	03-JUN-2002	Purchase Orders	W42VAB13320004	262.56	

Note: If you choose Commitments from the Project Status window, both project-level and task-level commitments are displayed.

Project:

Choose Project from the Project Status window to review project and customer information, shown below.

Project: Information (MTMC OU) - 100000

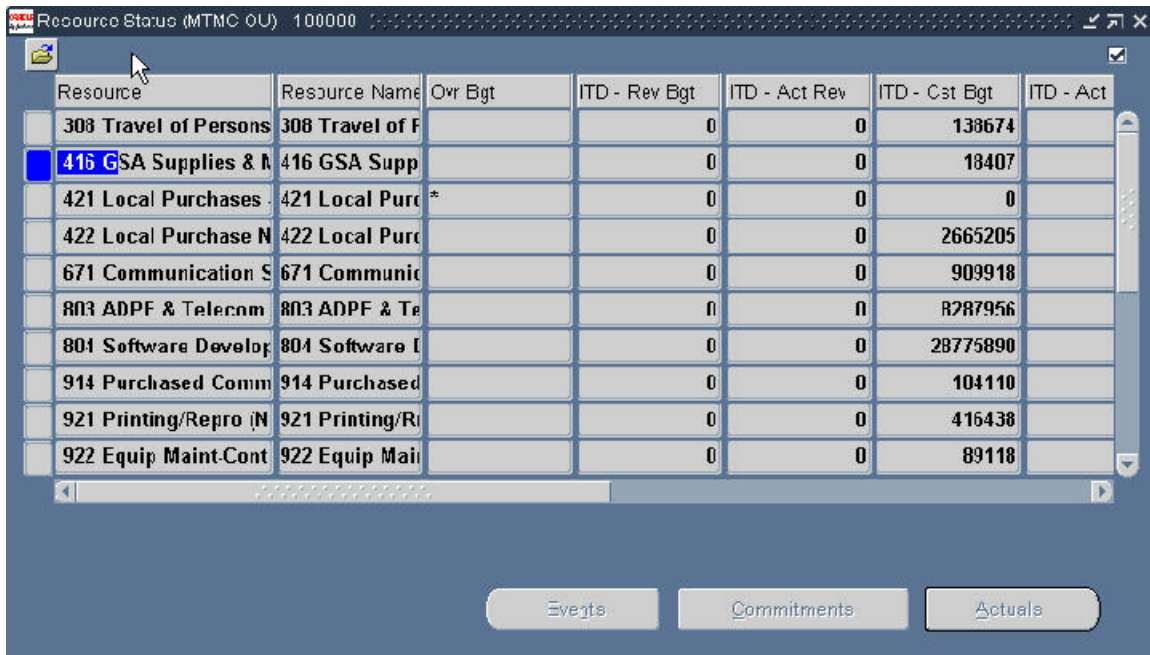
Number	100000	Name	ADP HQs
Type	ADP	Organization	DCSIM - Office of the Director
Duration	01-OCT-2000 - 30-SEP-2002	Status	Approved
Description	ADP	<input type="checkbox"/> Public Sector	
Product Source		Last Summarized	
Source Reference		Date	03-JUN-2002
		PA Period	May-02
		GL Period	May-02

Classifications Customers Key Members

Employee Name	Employee Number	Role	Effective Dates	
			From	To
Smith, J	16	Project Manager	01-OCT-2000	

Resource

To review project resources, select a project in the Project Status window and choose the Resource Status button. The resulting Resource Status window is shown below.



Resource	Resource Name	Ovr Bgt	ITD - Rev Bgt	ITD - Act Rev	ITD - Cst Bgt	ITD - Act
308 Travel of Persons	308 Travel of P		0	0	138674	
416 GSA Supplies & M	416 GSA Supp		0	0	18407	
421 Local Purchases	421 Local Purc	*	0	0	0	
422 Local Purchase N	422 Local Purc		0	0	2665205	
671 Communication S	671 Communic		0	0	909918	
803 ADPF & Telecom	803 ADPF & Te		0	0	8287956	
804 Software Develop	804 Software I		0	0	28775890	
914 Purchased Comm	914 Purchased		0	0	104110	
921 Printing/Repro (N	921 Printing/Ri		0	0	416438	
922 Equip Maint-Cont	922 Equip Mai		0	0	89118	

Events Commitments Actuals

To review task resources, select a task in the Task Status window, and then choose either the drilldown indicator or the Resource Status button.

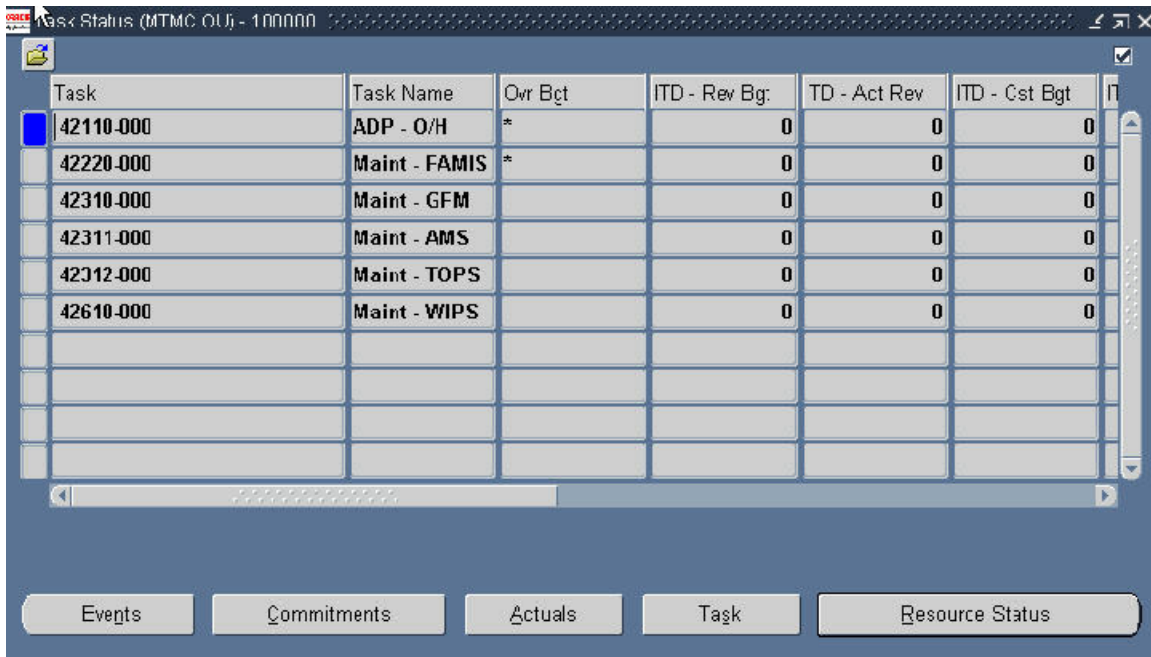
Oracle Projects displays the resource groups and resources in the resource list that are budgeted or have summarized actuals or commitments.

To review resources below a resource group, select a resource group, and then double-click on the resource name.

Task Status:

To review task summary amounts.

From the Project Status window, select the project you want and then choose the Task Status button to review top tasks and their summarized amounts. Choose the Task button to review details for a selected task (Shown below):



The screenshot shows a window titled "Task Status (MTMC OUI - 1000000)". It contains a table with the following columns: Task, Task Name, Ovr Bgt, ITD - Rev Bgt, TD - Act Rev, and ITD - Cst Bgt. The first six rows of the table are populated with data, while the remaining rows are empty. Below the table, there are five buttons: Events, Commitments, Actuals, Task, and Resource Status.

Task	Task Name	Ovr Bgt	ITD - Rev Bgt	TD - Act Rev	ITD - Cst Bgt
42110-000	ADP - O/H	*	0	0	0
42220-000	Maint - FAMIS	*	0	0	0
42310-000	Maint - GFM		0	0	0
42311-000	Maint - AMS		0	0	0
42312-000	Maint - TOPS		0	0	0
42610-000	Maint - WIPS		0	0	0

To drill down to review subtasks, select a top task, and then double-click on the selected task number to review the subtasks that are one level below the top task. Continue this for subsequent task levels.

3.2 Project Expenditure Inquiry

Use this window to review a project's expenditure items. You can see the amount and type of expenditure items charged to a project, the date an expenditure item occurred, accrued revenue, and other information.

Step1. Navigate to Expenditures, Expenditure Inquiry. Select Project or All. If you select Project, you can view expenditure items for a single project. If you select All, you can view expenditure items across projects, and can structure your query to retrieve information across projects. No project security is enforced.

Step 2. In the Find Expenditure Items window, enter your search criteria.

Find Project Expenditure Items (WTMC OU)

Project Number	<input type="text"/>	Project Name	<input type="text"/>
Task Number	<input type="text"/>	Task Name	<input type="text"/>
Employee Name	<input type="text"/>	Employee Number	<input type="text"/>
Supplier Name	<input type="text"/>	Supplier Number	<input type="text"/>
Expenditure Org	<input type="text"/>	Job	<input type="text"/>
Expend Typ Class	<input type="text"/>	Expenditure Category	<input type="text"/>
Expenditure Type	<input type="text"/>	Non-Labor Resource	<input type="text"/>
Resource Org	<input type="text"/>	Trans Id	<input type="text"/>
Item Dates	<input type="text"/> - <input type="text"/>	Billing Status <input type="text"/>	
Expend Ending Dates	<input type="text"/> - <input type="text"/>	Billable <input type="text"/> Billing Hold <input type="text"/> Billed <input type="text"/>	
Expenditure Batch	<input type="text"/>		
Transaction Source	<input type="text"/>		
<input type="checkbox"/> Exclude Net Zero Items			
<input type="button" value="Mass Adjust"/>		<input type="button" value="Clear"/>	
<input type="button" value="Find"/>			

Step 3. Choose Find to execute the search

Step 4. From the Expenditure Items window (shown below), choose:

[illegible]

- Run Request – Currently not used.
- Totals button to view the totals for the expenditure items returned based on your search criteria.

- Item Details button to select a window for reviewing the details of this expenditure item. The Inquiry Options window will be displayed, from which you can choose one of the following options:
 - Choose Cost Distribution Lines to view individual transactions and the debit and credit GL accounts charged for raw and burdened costs for each expenditure item. You can also view other information about the cost lines, such as PA and GL period and interface status and the rejection reason if transactions could not be interfaced.
 - Choose Revenue Distribution Lines to view the revenue transactions generated for a specific expenditure item. The GL account credited for the revenue is displayed. You can also see the GL and PA posting period for the revenue and the interface status. The rejection reason will be displayed for any transactions that are rejected during the interface to GL.
 - Choose AP Invoice to drill down to the Invoice Overview form in Oracle Payables.

Note: You can also view rejection reasons for transactions rejected during the costing or revenue generation processes from the Expenditure Items window. From the Folder menu, choose Show Field and select either Cost Distr. Rejection or Revenue Distr. Rejection.

Step 5. (Optional) View Accounting Lines

You can see how a transaction will affect the account balances in your general ledger by viewing the detail accounting lines for the transaction as balanced accounting entries (debits equal credits) or T-accounts.

- Query the expenditure transaction you want to view.
- Choose View Accounting from the Tools menu. You see the View Expenditure Accounting window.
- (Optional) To view the accounting detail for the selected line as T-accounts, choose T-Accounts button on the View Accounting Expenditure window, then select T-Accounts button on the Options window.

3.3 Project Accounting Reports

To run project accounting reports, navigate from the Project menu to Other, Requests.

A brief description of each of the management reports follows:

MGT: Agreement Status by Customer

Use this report to review the status of your customer agreements. The report includes an agreement's revenue limit, expiration date, and the amounts allocated, accrued, and invoiced against it. This report groups all the agreements by customer, then orders them by the value that you enter in the Sort By report parameter.

MGT: Employee Activity by Organization

Use this report to review a summary of an employee's billable and non-billable hours. This report uses the total number of hours and the total number of billable hours to determine an employee's utilization percentage for the specified date range.

MGT: Expenditures Detail

This report shows expenditures detail for a single project. The report shows each expenditure item's revenue amount, burdened cost amount, and billing status. It includes totals for labor items, non-labor items, and the entire project.

The report also separates expenditure items into the categories of labor and non-labor. Because labor costs may be sensitive information, the report displays labor costs only if the employee submitting the report is a project member having a project role type that allows access to view labor costs.

This report shows amounts in the project currency.

MGT: Expenditures Summary

This report gives an overview of expenditures for one project or many projects belonging to a specified organization or project manager.

For each project listed, this report selects the total labor hours reported, the total billable hours as a portion of the total hours, the total burdened costs, and the total revenue of the project.

The report also separates expenditure items into the categories of labor and non-labor. Because labor costs may be sensitive information, the report displays labor costs only if the employee submitting the report is a project member having a project role type that allows access to view labor costs.

This report shows amounts in the project currency.

MGT: Invoice Review

Use this report to review the draft invoices of a particular project. You can use this report to verify your draft invoices before approving and releasing them for interface to Oracle Receivables for final customer invoice generation.

MGT: Potential Revenue Summary

Use this report to identify projects that cannot fully accrue revenue due to a hard funding limit encountered. This report shows you the total potential revenue, the total amount accrued, and the difference between these two values for a project's expenditure items incurred through the date you specify in the report parameters.

MGT: Project Billing Status

Use this report to review the billing status of your projects, and identify projects that have not yet been billed.

For each project listed, this report displays the days since the last billing date, the date of the last billing, the next scheduled billing date, the amount of any pending invoices, and the amount of unbilled receivables.

MGT: Revenue, Cost, Budgets by Resources (Project Level)

Use this report to review project revenue and costs broken down by resources for a particular Project Accounting (PA) Period and for the project-to-date.

MGT: Revenue, Cost, Budgets by Work Breakdown Structure

Use this report to review the tasks in a project's work breakdown structure and their budgeted and actual revenue, burdened costs, and labor hours. This report displays information for projects that have baselined budgets only.

MGT: Task - Revenue, Cost, Budgets by Resources

Use this report to review a task's revenue and costs broken down by resources for a particular PA Period and for the project-to-date.

MGT: Transfer Activity Report

Use this report to review the expenditure item transfers into and out of a particular project. Use this report as an audit tool to control project costs by identifying incorrect or unauthorized transfers for a project. This report can also be used to verify any expenditure item transfers that are performed.

For each specified project, this report shows the expenditure items transferring into or out of the project and the transfer history of each of these expenditure items.

For each expenditure item listed, this report displays the item's cost amount, its quantity, and either the destination project and task numbers or the originating project and task numbers, depending on the expenditure item's transfer direction.

MGT: Unbilled Receivables Aging

Use this report to review, by project, eligible revenue items that have not yet been invoiced, or those items not included on a released draft invoice. This report lists the receivables in four buckets. Specify the number of days wanted in each bucket when submitting the report.

The following standard reports are used most commonly:

- AUD: Project Configuration
- AUD: Work Breakdown Structure
- AUD: Missing Timecards (Will be used should LRS not have a similar report)
- MGT: Expenditure Summary Report
- MGT: Revenue, Cost, Budgets by Resources
- MGT: Task – Revenue Cost, Budget by Resources
- MGT: Unbilled Receivables Aging
- MGT: Agreement Status by Customer
- MGT: Potential Revenue Summary
- EXC: Transaction Exception Details
- EXC: Summarization Period Exceptions

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